

Town of Hanson



Request for Proposals for Interim Town Accountant Services

The Town of Hanson, acting through its Chief Procurement Officer, seeks sealed proposals from qualified firms or individuals to perform Interim Town Accountant Services. Proposals will be received until 10:00 a.m. Thursday, January 05, 2023 to Lisa M. Green, Office of Town Administrator, 542 Liberty Street, Hanson, MA 02341 at which time they will be opened and logged. All envelopes must be clearly marked, "Proposal for Interim Town Accountant Services Town of Hanson" A complete copy of the RFP may be obtained by emailing lgreen@hanson-ma.gov, or on the Town's website at www.hanson-ma.gov. The Town reserves the right to reject any and all proposals or waive minor informalities if it is in the best interest of the Town to do so. Late, electronic or faxed proposals will not be accepted. All proposals shall be held open to acceptance for thirty (30) days from Opening.

Lisa M. Green
Chief Procurement Officer

NOTICE
REQUEST FOR PROPOSALS FOR INTERIM TOWN ACCOUNTANT SERVICES FOR THE
TOWN OF HANSON, MA

The Town of Hanson, acting through its Chief Procurement Officer, seeks sealed proposals from qualified firms or individuals to perform Interim Town Accountant Services. Quotes will be received until 10:00 a.m. Thursday, January 05, 2023 to Lisa M. Green, Office of Town Administrator, 542 Liberty Street, Hanson, MA 02341, at which time they will be opened and logged. All envelopes must be clearly marked, "Proposals for Interim Town Accountant Services for the Town of Hanson." A copy of the Request for Proposals may be obtained by emailing lgreen@hanson-ma.gov, or is available on the Town's website at www.hanson-ma.gov. The Town reserves the right to reject any and all proposals or waive minor omissions if it is in the best interest of the Town to do so. Late, electronic or faxed proposals will not be accepted. The preferred start date is January 12, 2022. The time frame for the Interim Town Accountant Services is anticipated to cover January 2023 through June 30, 2023, with the possibility of extending the service until a permanent Town Accountant is hired.

Proposal Requirements:

The Town anticipates the following required services for interim Town Accountant requiring one to two days of services per week for approximately six months.

The Scope of Services includes, but is not limited to:

Thorough knowledge of municipal accounting principles and practices and budgetary functions. Complete understanding of applicable state and federal laws and the applicability to municipal finance. Comprehensive knowledge of the principles and practices of accounting and auditing. Complete knowledge of the Uniform Municipal Accounting System. Extensive knowledge of the Massachusetts general laws, as they relate to municipal accounting. Working knowledge of municipal accounting financial packages, Microsoft Office applications. Responsible for all activities and functions related to the Accounting Department; supervises the day-to-day activities of the department, assigning work to most efficiently utilize time resources; checks work as required.

Oversees the maintenance of comprehensive records for Town appropriations, expenditures, revenues and contracts for all Town offices. Reviews weekly payroll for accuracy. Responsible for maintaining official accounting records, writing financial reports, assists in writing financial forecasting reports and for preparing a variety of mandated and/or specialized reports for the Town Administrator.

Oversee the daily maintenance of the computerized General Ledger Financial Package; maintains records, adjusts and corrects as necessary; balances and posts reports generated by Town departments to interface with the General Ledger System; audits weekly, monthly and annual financial reports by the line item, department and funds; generates related reports as required.

Maintains the chart of accounts and revenue code types; works with all Town departments to create special grant accounts and departmental receipt codes and source document forms.

Works directly with the Town Administrator in the development of the annual operating and capital budgets; assists all Town Boards and departments in budget preparation and management.

Administers all aspects of accounts payable in accordance with federal and state laws and/or Town bylaws. Establishes guidelines and procedures for the processing of bills, payrolls, and other financial materials, and developing and implementing financial control procedures.

Generates and distributes budget analysis financial statements regularly to Town departments and participates in investigation and reconciliation of irregularities in accounts of any municipal departments.

Works with Treasurer/Collector's personnel in reconciling cash accounts and all accounts' receivable (real estate, personal property, motor vehicle excise tax, etc.); prepares internal reports and reports which are sent to the state.

Supervises professional and support staff in the Accounting Department.

Responsible for computer software management as it relates to the Accounting Office.

Works directly with the auditors, compiles and generates documentation as requested by the auditors.

Frequent contacts concerning accounting and budgetary matters with all Town departments, and relevant federal and state officials and agencies.

All related duties are required or directed by the Town Administrator.

Other Requirements:

Respondents must possess Massachusetts municipal accounting experience, preferably as a certified Massachusetts Governmental Accountant designated through the MA Municipal Auditors and Accountant's Association.

The successful respondent must uphold and adhere to with duties and responsibilities as outlined in the Massachusetts General Laws.

It is expected that the work hours will be a minimum to accomplish the scope of services as outlined and will include attending some evening meetings. The quote provided should be inclusive of all costs per hour including travel if applicable.

Submittal Requirements:

One (1) original and one (1) complete copies of the proposal and related documentation shall be submitted. Each proposal shall include the legal name of the firm.

Submittals must include the following or will be disqualified:

- Name, address and contact number of principals of the firm and contact person for work.
- Statement of firms experience and understanding of scope of work including resumes of all personnel involved.
- Evidence of prior municipal experience with preference given to those of similar size and scope to the Town of Hanson.
- References and contact information from prior clients
- Price proposal
- Executed non-collusion statement and evidence of corporate taxes paid to the Commonwealth.

Deadline for receipt is Thursday, January 05, 2023 at 10:00 a.m.

The Town will require the successful proposer to execute the Town's contract and evidence of workers compensation and general liability insurance will be required. The Town reserves the right to terminate the contract for services with ten (10) business days' notice at its sole discretion. Work should commence at execution of contract with a preferred start date of January 12, 2022. Questions regarding this solicitation must be made in writing only and sent to Lisa Green at lgreen@hanson-ma.gov, no later than December 29, 2022.

The Town reserves the right to waive any informality in the proposals, if it be deemed in the best interest of the Town to do so. The Town reserves the right to substantiate the Proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations, if any, to the Town.

Selection of Firm:

The Town will award the contract for said services to the most qualified and responsible firm best able to meet the requirements of this Request for Proposal and who provides the best cost.

References from prior clients

MUST BE RETURNED SIGNED WITH THE SEALED BID PACKET
TOWN OF HANSON

Non-Collusion Form and Tax Compliance Form

Persons submitting a bid or proposal to provide supplies or services to your jurisdiction, or to purchase supplies from your jurisdiction, must submit a certification of non-collusion and tax compliance.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that his bid or proposal had been made and submitted in good faith and without collusion or fraud with any other persons. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

(Name)

Name of Business

TAX COMPLIANCE CERTIFICATION

Pursuant to M. G.L. Chapter 62C, § 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes.

Signature

(Name)

Name of Business

Signature of Bidder:

I, _____
Name Title

of _____
Company Name

certify under the penalties of perjury that:

1. I duly represent the bidder and have full authority to execute any and all documents for and on behalf of the bidder relative to its operation, and
2. If an out-of-state company, a resident agent in the Commonwealth of Massachusetts must be appointed for service of process. If applicable, the name and address of the company's resident agent is:

Name of Company

Witness my hand and seal this _____ 2021.

Bidder: _____

Title: _____

Date:

Address of Bidder: _____

Telephone Number of Bidder: _____

INTERIM TOWN ACCOUNTANT SERVICES

BID SHEET

Rate per hour or lump sum rate

_____	_____
_____	_____